



FARMINGTON CITY

Job Description

TITLE: Public Works Inspector I

SETUP CODE:

DEPARTMENT: Public Works

GRADE: 9

REVISION DATE: August 19, 2020

POSITION PURPOSE AND OBJECTIVES

Under general direction of the Public Works Director, this position is responsible for performing a variety of semi- skilled duties to assure compliance with established local, state and federal engineering construction standards. Inspects and monitors work in progress related to private development, capital improvement projects and City performed and funded miscellaneous projects.

ESSENTIAL DUTIES & FUNCTIONS

1. Attends and contributes to preconstruction conferences as needed to coordinate involvement of local contractors, special districts, the City departments and local utilities as needed to produce the most comprehensive view of planned Public Works development.
2. Conducts routine and complex inspections of a variety of Public Works projects related to general improvements to public rights-of-way such as earth work, surfacing, and surface restoration, water and sewer lines and hookups, manholes, storm drain structures, curb, gutter, sidewalks, driveways, parking lots, water ways, etc.
3. Approves continuance of work progress or issues "stop work" notices based upon compliance to standards and project specifications.
4. Monitors work performed in public rights-of-way by private contractors and utility companies to assure pedestrian and vehicle safety and ensures quality standards are achieved.
5. Installs and maintains street signs, prepares proper barricading for streets, water and related public works projects. Assists City Engineer's with the review of utility line video tapes and analysis of quality.
6. Assures the proper testing of locally manufactured material; assures compliance with established specifications; monitors uniform testing procedures in basic materials such as earth work, aggregate production, asphalt, and concrete; initiates changes in procedures as needed.
7. Checks computations, structure lay-outs, and grades, disseminates and prepares incoming and outgoing correspondence; assures consistency between specifications and actual construction.
8. Assists with excavation permits and "Blue Stake" process. Stakes for culinary water, storm drain and City-owned irrigation systems.
9. Works with Planning Department pertaining to truck haul route permits, EPA mandated guidelines such as stream protection, and the proper cleaning of streets and other City property caused by development and other construction activities.

10. Performs duties that may include walking over uneven terrain, standing or driving for extended periods of time, bending, pushing, pulling and stooping. Lift on a regular basis tools and equipment weighing as much as 50 pounds and occasionally as much as 100 pounds.
11. On call rotation. Emergency call out for snow plow, water leaks and any other emergency. Be willing to change work schedules to accommodate contractors.
12. Manages numerous tasks and assignments at a time with frequent interruptions.
13. Work may require an exposure to stressful circumstances, including the meeting of deadlines, other stressful work conditions and contact with the public or other employees in negative situations.
12. Must work the days and hours necessary to perform responsibilities. Must be available to respond to calls as needed after regular working hours.
13. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of civil engineering testing methods, principles and practices and procedures; sampling and testing applications and procedures; construction methods and materials common to Public Works projects; engineering standards and codes and technical and practical design of Public Works systems.
- The use of a variety of engineering equipment and drafting tools.
- Some skill in the art of diplomacy and cooperative problem solving. Skill in the use of compaction testing equipment, electronic locators, concrete testers, etc.
- Ability to communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results.
- Maintain a valid Utah Driver's License.
- Must possess and maintain a Utah Commercial Driver's License (CDL) within one (1) year of hire date. Will observe all traffic regulations, follow City policy, and be a safe, courteous, and responsible driver while operating City vehicles. Must wear a seatbelt and make certain that other passengers are in seatbelts when vehicle is in operation.
- Working towards certification as a Public Works Inspector and familiar with the "Development Standards of Farmington City", the "Manual of Standard Specifications" and the manual "Introduction to Construction Inspection" published by APWA.
- Skill in interpersonal relations in order to deal effectively with the public and other City employees.
- Requires graduation from high school or equivalent and one (1) year of training in engineering methods and practices related to testing and compliance and 2 (two) years of responsible experience performing above or related duties or an equivalent combination of education and experience.
- Two (2) years construction experience in the installation and completion of City infrastructures.

PROBLEM SOLVING

Resolves problems dealing with construction projects. Uses discretion within established guidelines. Works closely with the Public Works Director and contractors.

ACCOUNTABILITY:

Responsible for assuring compliance with local, state and federal engineering construction standards and performing inspections.

The City of Farmington is an equal opportunity employer without regard to race, religion, sex, pregnancy, genetic information, age, national origin, color, sexual orientation, gender identity, citizenship, disability, veteran or military status, or any other factor protected by law.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.